

Montana Library Stipend Program

Funded by the
Institute of Museum and Library Services

APPLICATION MATERIALS

The Montana State Library Commission instituted this stipend to provide financial support to eligible Montana libraries to fund a professional librarian position. The Institute of Museum and Library Services (IMLS) wishes to provide support to recruit and educate the next generation of librarians. IMLS monies fund the stipend program.

APPLICATION CONDITIONS

Applicant must complete and submit the application form (page 2 below) and all required materials (detailed on pages 3 and 4 below).

DEADLINE: All application materials must be postmarked by **December 15, 2005.**

In order to be eligible to receive an award from the stipend program, the applicant must:

- ❖ Be a Montana public library (legally recognized), public school library (elementary, middle, or high school), or tribal library
- ❖ Agree to offer and fill a full-time professional level position for a minimum of two years; failure to do so requires the stipend to be repaid in full (with interest) to Montana State Library
- ❖ Agree to fund one-half of the position with library funds
- ❖ Agree to give consideration to hiring a PEEL scholarship recipient
- ❖ Begin the position in summer or fall 2006
- ❖ Make every reasonable effort to maintain the position following the stipend period

The project Advisory Committee will review all applications. Only complete applications will be forwarded to the Committee for review. A criterion for reviewing and evaluating applications is given on page 5 (below). The Advisory Committee anticipates the award of two stipends for \$30,000 each. Notification of stipend awards will be completed by January 10, 2006.

All applications must be typed. No faxed or e-mailed applications will be accepted. Incomplete applications will not be considered. A checklist of all required application materials is provided on page 5 (below) for applicant use. All applications will be kept on file at Montana State Library.

All applications must be signed by both the library director/librarian and the library authority (Board chair, principal/superintendent, tribal college president, etc.)

If you have questions about the Montana Library Stipend Program, contact Sue Jackson, Montana State Library, (406) 444-5350 or 1-800-338-5087.

SEND APPLICATION MATERIALS TO:

**MONTANA LIBRARY STIPEND PROGRAM
MONTANA STATE LIBRARY
PO BOX 201800
HELENA MT 59620-1800**

MONTANA LIBRARY STIPEND PROGRAM APPLICATION FORM

Library Name _____

Mailing Address _____

Application Contact _____ Phone _____

Email address _____

Current staffing: List position title, level, and hours per week for each library staff.

Current annual total budget for the library = \$ _____

Current annual budget for personal services for the library = \$ _____

Anticipated costs for professional level librarian position:

Year One:

Year Two:

Total Personal Services* = \$ _____

Total Personal Services* \$ _____

Total budget for two-year position \$ _____

(*salary and benefits)

Amount being requested from the Montana Library Stipend Program: \$ _____

Required cash match (one-half of total budget for two-year position): \$ _____

In addition to the application form, applicants are required to include the following materials:

PART 1. GENERAL INFORMATION

Tell us about your library: organizational structure, governing authority, hours, funding sources, staff configuration, community served, patron needs, collection, current level of automation, access system, classes offered, planning activities, outreach programs, special features, etc.

PART 2. DOCUMENTATION

If your library has a long-range plan, include a copy with the application and provide a discussion of the current status of the goals/objectives stated in the plan. If a formal planning document is not in place, describe the goals that have been set for your library for the next five years and explain how these are being implemented.

If you have done a needs assessment of your library community, include a summary of the assessment. If a formal assessment has not been done, describe how the needs of the community are being identified and addressed.

Include a copy of your library's current operating budget.

PART 3. STAFFING PLANS

Describe in detail your library's need for a professional level position and explain how this position would be utilized to increase library services. Include a job description for the stipend position.

PART 4. REQUIRED MATCH

Describe how your library will meet the required match for the position. What funds will be used?

PART 5. STIPEND INTENT

Prepare a statement no longer than two pages (double-spaced, 12-point type, 1-inch margins) which addresses the following:

- Why is your library applying for this stipend?
- What efforts will be made to maintain the position following the two-year stipend?

PART 6. SUMMARY STATEMENT

What is the one most significant thing you want the Advisory Committee to know about your library when considering your stipend application? Statement should be no longer than one page (double-spaced, 12-point type, 1-inch margins).

PART 7. LETTERS OF SUPPORT

Include three Letters of Support with the stipend application. One letter must be from the library's funding authority (county commission, school district, tribal leader); other support can be from patrons, trustees, students, community leaders, etc.

PART 8. AGREEMENT

I have read and hereby accept the application conditions that require me to:

- ❖ Be a Montana public library (legally recognized), public school library (elementary, middle, or high school), or tribal library
- ❖ Agree to offer and fill a full-time professional level position for a minimum of two years. Failure to do so requires the stipend to be repaid in full (with interest) to Montana State Library
- ❖ Agree to fund one-half of the position with library funds
- ❖ Agree to give consideration to hiring a PEEL scholarship recipient
- ❖ Begin the position in summer or fall 2006
- ❖ Make every reasonable effort to maintain the position following the stipend period

I agree that stipend monies will be used only for personnel services (salary & benefits).

I agree that the stipend position will be advertised statewide through library publications, the library list (wired-MT), newspapers, and other employment venues. Upon completion of the selection process, I will provide verification that an individual has been selected. I agree to provide the Advisory Committee with written quarterly reports on the status of the position and employee.

I agree to inform the Advisory Committee of any changes in personnel or assignment for the stipend position within 14 days.

I understand that the Advisory Committee reviews all applications. I agree to accept the Advisory Committee's recommendations to the Montana State Library Commission for stipend awards as final.

I understand my application will be kept on file at Montana State Library.

If required, I agree to participate in an oral interview with the Advisory Committee.

I understand that the Advisory Committee will not consider incomplete applications.

I certify that all application information is accurate to the best of my knowledge.

Librarian/Library Director

Library Authority (Board chair, Principal or Superintendent, Tribal College President)

Date

Date

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APPLICANT CHECK SHEET

Note: Applicants must submit the following materials before being considered for receiving a stipend award. Applicants who do not submit all required materials will not be considered.

- ☐ Application form
- ☐ General library information
- ☐ Current long-range plan
- ☐ Community needs assessment summary
- ☐ Current operating budget
- ☐ Staffing plans statement
- ☐ Job description
- ☐ Match statement
- ☐ Statement of intent
- ☐ Summary statement
- ☐ Letters of support (3)
- ☐ Signed agreement
- ☐ All application materials mailed to:

MONTANA LIBRARY STIPEND PROGRAM

MONTANA STATE LIBRARY
PO BOX 201800
HELENA MT 59620-1800

- ☐ All application materials **postmarked by December 15, 2005.**

APPLICATION EVALUATION

Applications having all of the above requirements will be forwarded to the Advisory Committee for review. Stipend evaluation criterion will include the applicant's 1) general statement; 2) planning and assessment data; 3) letters of support; 4) ability to meet required match; 5) job description for stipend position; and 6) intent statement.